



# CY2003 Municipal Recycling Data Sheet

## Step-By-Step Instructions



Information provided on the Data Sheet is used by DEP staff to establish and evaluate state solid waste management programs, calculate municipal recycling rates, and evaluate municipal recycling grant applications.

There are 7 sections on the Municipal Recycling Data Sheet.

Please note: attached at the end of the Data Sheet is a form to complete for our Municipal Recycling Programs Update. See form for further information.

**Please read these instructions carefully to complete the data sheet.**

	Section	For directions see...
	Which "Waste Stream" does the Data Sheet measure? <i>See chart of included vs. excluded materials</i>	page 1-2
	Section 1 - Municipal Contact Information	page 2
	Section 2 - Tons of Residential Municipal Solid Waste Disposed	page 2
	Section 3 - Residential Solid Waste and Recycling Services	page 3
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**PLEASE Use Calendar Year 2003 Data Only (for the 12-month period ending December 31, 2003)**

**Data Sheets must be received at DEP by: February 16<sup>th</sup>, 2004**

**Mail your Data Sheet to:**

Amy Roth  
Planning & Evaluation Division, 8<sup>th</sup> Floor  
Department of Environmental Protection  
One Winter Street Boston, MA 02108

**If you have questions, please contact Amy Roth at DEP at (617) 292-5634.**

### Previously Reported Information

DEP has pre-printed - using this typeface - each community's municipal contact information in Section 1, the name(s) of its contracted solid waste and recycling hauler and household information in Section 3, and the tonnage reported in 2002 in Section 5. Please correct any inaccuracies.





**Q: Which "Waste Stream" does the Data Sheet measure?**

**A: The total tonnage of all residential solid waste generated in a municipality.**

**IMPORTANT:** Report **ONLY** solid waste and recyclables tonnage from your **RESIDENTIAL municipal solid waste (MSW)**. The solid waste tonnage under Section 2, Tons of Residential Municipal Solid Waste Disposed, should include trash from (1) residential sources picked up by the municipal curbside or drop-off program from single family or multi-unit housing, apartments and condominiums and (2) subscription haulers serving residential customers in your municipality. Section 5 – Municipal Waste Diversion Program Results should include **RECYCLABLES DIVERTED ONLY FROM RESIDENTIAL** sources. If some is from Commercial sources, we have asked you to estimate what percentage of the stream is commercial.

**Do Not Include:** (1) leaves/yard waste collected from landscapers or adjoining towns, organic material collected by a municipal recreation department that maintains athletic fields, (2) Construction and Demolition debris from the destruction of homes, businesses or construction firms. While this debris is in many cases recycled, it IS NOT CONSIDERED part of the residential / municipal solid waste stream.

		
Material	Residential recyclables ARE:	Residential recyclables ARE NOT:
Paper	Old corrugated containers, magazines, newspapers, office paper, telephone books, junk mail from residents	<b>Manufacturing waste paper</b> (trimmings, print overruns), combustion of paper for energy recovery
Metals	Aluminum and tin/steel cans, white goods (appliances) from residents, residential scrap from do-it-yourself home repairs	<b>Construction and Demolition (C&amp;D) debris</b> from building demolition, renovation, any materials collected by a construction company
Plastics	Food, beverage and home product containers, shopping bags, wrap materials	Any pre-consumer plastic waste from industrial or commercial sources
Leaves/yard waste	Grass, leaves, branches from single family or multi-family collections by the curbside or drop-off program	<b>Leaves/yard waste collected from landscapers</b> or adjoining towns, organic material collected by a municipal recreation department that maintains athletic fields

## Section 1 - Municipal Information

Help us reach you



**Correct any of this information as necessary.** DEP pre-printed information from its database for your community's primary recycling contact, population, and whether your municipality's primary solid waste and recycling program is drop-off or curbside.

The primary recycling contact is the person representing your municipality who should receive correspondence on the Recycling Data Sheet, Municipal Grant Programs, current or proposed regulations, and recycling market information.

**Please note:** DEP distributes this information to people who call with questions about your municipal solid waste/recycling program and **lists this person on DEP's web site.**

## Section 2 – Residential / Municipal Solid Waste Disposal

Tipping facilities



**Enter the name(s) of the landfill and/or combustion facility where your community's residential MSW is disposed, and contract end date.** (You should not list tonnages for recyclables in this section. All recycling tonnages are entered in Section 5 – Municipal Waste Diversion Program Results). If your community's residential MSW goes to a transfer station instead of a landfill or combustion facility for disposal, please indicate that and enter the name final disposal location, and tonnage disposed there.

Residential Solid Waste

The majority of municipalities' **Residential MSW** is disposed of either in a landfill or combustion facility. Enter the tonnage of MSW disposed in the box labeled **landfill tons disposed** and/or **combustion tons disposed**.

Bulky and Commercial waste

If your municipality has a separate system to collect bulky waste for disposal from residents, **and that tonnage number is NOT included in the landfill tons disposed or combustion tons disposed number**, enter a tonnage number in the box labeled **bulky waste**. If your municipality collects MSW

from commercial sources (i.e. non-residential, such as small businesses, municipal buildings, etc.) which are **INCLUDED** in the landfill or combustion tonnage number you reported, enter the commercial waste portion of the tonnage in the box labeled **commercial**. If your municipality does not have a system in place to manage MSW, and you do not have tonnage figures for solid waste disposal, leave the landfill and/or combustion box blank.

**Do not include NON-residential wastes or sludge in the landfill or combustion tonnage number(s).**

**Total Disposal** **TOTAL DISPOSAL** = (landfill tons disposed + combustion tons disposed + bulky waste disposal) – (commercial disposal)

**DOUBLE CHECK THE ACCURACY OF YOUR DISPOSAL TONNAGES.** Errors made in reporting disposal tonnages will seriously misrepresent your community's rate calculation.

### Section 3 - Residential Solid Waste and Recycling Services

**Review number of households** Verify that the number of TOTAL households in your municipality is accurate. DEP has pre-printed your previous year's information for your review.

- Complete the information in all of the appropriate boxes that apply to municipal solid waste (MSW) services operated or contracted by the municipality, and services provided to residents by private subscription services.
- Some municipalities have curbside trash collection contracts, while others require residents to bring their trash to a central drop-off facility. Please be sure to note the number of households that are being served by these collection methods. If only some of the households in town have trash pick up, and some utilize the drop off facility, be sure to note the number of households in each section. The number of households entered here should reflect the number actually served by that service, as opposed to those that could potentially use that service. In the case of drop-off service, this would mean counting only the households that have purchased a sticker. In the case of curbside service, this would mean the number of households that the town or its contractor collects from.

#### Examples:

The first example below is for a Drop-off Municipality with 8,500 households. Only 2,500 of those use the drop-off and the rest are serviced by private haulers paid for by the subscribing households. In this example, 1,500 tons of MSW were collected at the drop-off from the 2,500 households that the town collects from and the subscription tonnage collected is unknown, so for the remaining 6,000 households served privately, "unknown" should be recorded. Please note that if the tonnage from private haulers is unknown, DEP will estimate that tonnage based on the number of households subscribing to private haulers and the tonnage that is known and reported in other categories.

Type of Service		Municipality Operates (municipal employees collect at curb)	Municipality Contracts with Hauler for Curbside Collection	Residents Use Drop-off Center	Residents Subscribe w/ Private Hauler
Disposal	Households Served			2,500	6,000
	Tonnage Collected			1,500	unknown

The second example below is for a Curbside Municipality with 10,000 households, that all use the municipally operated service, and 9,000 tons were collected.

Type of Service		Municipality Operates (municipal employees collect at curb)	Municipality Contracts with Hauler for Curbside Collection	Residents Use Drop-off Center	Residents Subscribe w/ Private Hauler
Disposal	Households Served	10,000			
	Tonnage Collected	9,000			

**What are municipally provided services?**

Any service provided to residents by the municipality for collection and handling of solid waste (i.e. trash or recyclables). This includes: curbside collection operated by the city or town; curbside collection that is contracted out to a waste or recycling hauler (i.e. ABC Rubbish or Bob's Recycling Service); a drop-off facility, owned and managed by the city or town, for the use of residents to dispose of solid waste and for collection of recyclables; or a drop-off facility that is on contract by the city or town for the use of residents.

**What is private subscription service?**

Any service residents pay a private company for, on an individual or household basis for the collection and handling of solid waste (i.e. trash or recycling). This includes curbside collection at single-family residences, apartment buildings, condominiums, or other multi-family units.

## Section 4 - Costs of Residential Solid Waste Services

**If your municipality pays a per ton disposal tip fee or recycling processing fee, please enter that information here. If not, please check the box indicating that you do not pay a per ton tip fee.**



**This cost information provides the DEP Recycling Program with important information for statewide recycling program development and evaluation.**

## Section 5 – Municipal Waste Diversion Program Results

Category	How to report
<b>General Recyclables, Compost and Organics</b>	<p>For each material, fill in the <u>amount</u> of material recycled, <b>using the unit of measure listed</b>. Additional comments/instructions have been added for each material in the table. Volumetric conversions for each of these materials are provided on the enclosed conversion chart.</p> <p>The amount of leaves and other yard waste your community composted <b><u>in tons</u></b>, may include leaves, brush, grass, chipped Christmas trees and other yard wastes. Volumetric conversions for each of these materials are provided on the conversion chart.</p>
<b>Special cases</b>	<p><b>Christmas trees</b> – If not reported as part of Leaves and Yard waste, specify and enter the <u>number</u> <b>OR</b> <u>tons</u> of trees into “Christmas Trees.”</p> <p><b>Home composting bins</b> – From our records, we have entered the total number of bins that have EVER been distributed in your municipality (from the DEP home composting bin</p>

program or other bin programs) since your municipality began distributing bins to residents. Please record how many bins have been distributed by your program since December 31, 2002 (the end date of the last recycling survey).  
DEP will calculate a total diversion number based on a standard tonnage diversion per bin.



### How to report Residential Collections of Hazardous Household Products (HHP)

#### Residential Hazardous Household Products (HHP)

#### **THIS SECTION HAS CHANGED. PLEASE READ CAREFULLY!**

The HHP reporting has been divided into Parts A and B. Reporting in these two sections should be mutually exclusive.

**PART A:** Please report the number of 1 day comprehensive events your municipality sponsored or participated in and indicate if these events were regional or reciprocal events. Also report the number of **FULL and HALF** cars from your municipality served.

- A **FULL CAR** is defined as containing 11- 20+ pounds of HHP materials.
- A **HALF CAR** is defined as containing 1-10 pounds of HHP materials.

Please do not report tons collected from these events in section B. DEP will be calculate a diversion number based on the average tonnage per car.

**PART B:** Please report materials gathered from ongoing material specific collections. If your municipality participates in comprehensive 1 day events in addition to ongoing collections, please report only the materials from the ongoing collections in this section.

Please make note of the units provided and enter the appropriate amount of each material collected. If you are reporting **AUTO TIRES**, please specify whether you are reporting **number OR tons**.

### Section 6 – Commercial Recycling and Disposal Services

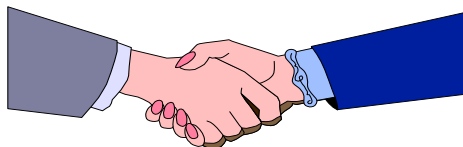
**This section is NEW.** This section was added to gather information about recycling and disposal services that your municipality may provide to local businesses. This data provides DEP with valuable information for statewide commercial recycling program development and evaluation.

### Section 7 – Signature of Municipal Official



**This form should be completed and signed by the municipal official most familiar with the municipality's recycling programs.**

Any questions regarding the community's municipal recycling/composting program or data provided to DEP on the data sheet will be directed to the person signing the form.



**Thank you for completing the CY2003 Data Sheet**